

Exhibit 6363.2a CYA INCIDENT BASE/CAMP (6200)
CUSTODIAL STAFF EXPECTATIONS
(May 2003)

1. Check in with CYA Agency Representative. If none assigned, check with the Camp Manager, Technical Specialist - Crews, or Facilities Unit Leader for bedding and feeding instructions.
2. Establish bed area. Be conservative and regimental in size and make up. Your crew or strike team should be identified by name and crew number and the perimeter clearly marked.
3. Find out the feeding times. Don't just show up. Coordination may be required in order to handle large numbers of inmates at one time., in conjunction with other fire personnel.
4. **Always** let the CYA Agency Representative know your location. Do not leave base/camp or move wards without clearing it first. One CYA staff must remain in base/camp unless dispatched on an assignment.
5. **Always** know the location of your crew's fire line assignment. Recommend all CYA staff follow the CCV's out to the initial assignment for route familiarity and upon any assignment change.
6. Keep your crew area clean and make sure the wards roll up their sleeping bags and stow them in the CCV each day.
7. During feeding of your crew, you are to supervise the crew, not eat with them. You cannot eat and control movement at the same time. There are a few exceptions, such as single increment assignment with immediate departure to new location. Do not leave the crew during feeding unless your coverage is aware that you are gone.
8. If showers are available, check with the Agency Representative for times available. The crew should be showered each day if conditions allow.
9. Wards shall not have any personal items while on assignment away from the camp.
10. Staff are expected to wear the CYA uniform any time they leave the bed area, except when going to restrooms for cleaning up. When the crew is in the bed area, and you are on shift to observe them, you are expected to be in full uniform, including name tag. Nomex is not to be worn over, or in replacement of your uniform in base/camp.
11. No personally owned staff TV's or radios are allowed in base/camp.

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